

Integration Roles & Responsibilities

Role	FSA Integration Manager	FSA Senior Analyst	FSA Senior Analyst	FSA Analyst	FSA Admin	ILSC
Attend DSG	X		X			
Attend AWG				X		X
Attend IPC	X	X				
Attend Management Council	X					
Attend CCB				X		X
Serve on IPCs	X	X	X	X		X
Maintain Risks & Dependencies			X			X
Manage Business Process Modeling Project			X			X
Participate in Business Process Modeling Project	X	X		X		X
Review Contract Deliverables		X	X	X		
Review and Pay Invoices		X			X	
Prepare Business Cases		X	X	X		X
Review Others' Business Cases for Alignment with Integration Goals/Plans	X	X	X			X
Manage Sequencing Plan	X					
Maintain Sequencing Plan			X			X
Manage Target State Vision	X					
Maintain Target State Vision			X			X
Manage Integration Plan Task (TO 1)		X				X
Manage Program/Project Mgt Task (TO 2)		X				X
Control & Track Government Furnished Property				X		X
Manage Establishment & Tracking of Integration Performance Measures		X				X
Participate in Establishment and Tracking of Performance Measures	X		X	X		
Manage ILSC Contract		X				X
Manage XML Repository Maintenance			X			X
Maintain Business & Technical Architecture			X			X
Maintain BTIG Administrative Artifacts				X		X
Manage BTIG	X	X				
Prepare Presentations & Briefings	X	X	X	X	X	X
Maintain Data Flows			X			X
Maintain Technical Documents (Design Principles, Interface Standards)				X		X
Support FSA Procurement Efforts	X	X	X	X	X	X
Support FSA Market Research Efforts	X	X	X	X	X	X
Coordinate with PMO		X	X	X		X
Attend and Present at Conferences	X					X
Formalize Risk Management Process			X			X
Attend Business Area Meetings	X	X	X	X		X
Develop Communications Approach and Plan			X	X		X
Manage Prioritization of Integration Projects for Budget Planning	X	X				
Manage Strategic Planning for Integration	X	X				
Establish and Execute Communications Approach and Plan	X					X
Establish and Execute Governance Approach	X					X
Schedule Meetings & Manage Calendars					X	
Do Travel Authorization, Reservations, Vouchers					X	
Order & Maintain Supplies					X	
Prepare & Manage Team Budgets				X		
Process Time & Attendance					X	
Prepare Personnel Actions					X	
Process Purchase Orders & Credit Card Buys					X	
Serve as Expert for all Microsoft Office Applications				X	X	
Manage Space, Facilities and Equipment Issues					X	
Serve as TRAINS Coordinator					X	